

Sterling Senior Center Building Committee

Butterick Municipal Building - Room 201

August 7, 2014 - 6:30 PM

MINUTES

Present: Chairperson Maureen Cranson, Kevin Beaupre, Robert Bloom, Richard Maki, Weymouth Whitney. **Absent:** Ronald Cote, Michael Padula. Ex Officio: Karen Phillips. OPM candidate: Michael Josefek and Peter Koczera from Architectural Consulting Group. Audience: Sharon Bloom, Judy Reynolds.

Open Meeting: Chairperson Cranson opened the meeting at 6:34 PM.

Minutes: A motion to table the minutes of 7/31 and 8/4 was made by Mr. Beaupre and seconded by Mr. Bloom. VOTE: YEA = 5, NAY = 0, ABS = 0.

Preparation for Joint Meeting with BOS: There was general discussion of the project and the upcoming process before the selectmen. Identified was the next step; preparing the RFQ for the designer. Complete the contract between the parties as soon as possible following the return of Mr. Ritter assisted by the Committee and the Town attorney.

Adjourned to move to the meeting room (201) with the selectmen's meeting that had just begun (6:58 – 7:04).

Introduction of the principals for Architectural Consulting Group: Ms. Cranson introduced Mr. Josefek and Mr. Koczera to the selectmen, described the screening process, and cited some of their qualifications. Both gentlemen explained their personal history and business qualifications and answered questions from all selectmen. Some topics mentioned were good communications via their email system as well as specific record retention software and pictures of specific construction details. Weekly construction meeting will be held with Committee representatives attending. The merits of solar vs geothermal was discussed with their recommendation that it would be more appropriate to look into solar rather than geothermal energy. They stated that they understood the interest in hiring local contractors and could hold a three-hour seminar to assist interested local contractors and suppliers in preparing for a municipal project. ACG will provide documentation on their financial status after signing a contract. ACG suggested that they expected the project to be in construction for 10-12 months, finishing in 2016.

ACG said that they preferred using their own clerk of the works (CoW) and explained the potential circumstances regarding a town-hired CoW. Issues of liability, training on their software and familiarity with their routines were seen as factors favoring their own CoW. They would be willing to include the CoW as a contract package for consideration by the Town. A motion to approve entering into contract negotiation with ACG to serve as the OPM for the Senior Center Project was made by selectman Kilcoyne and seconded by selectman Cutler. BOS VOTE: YEA = 3, NAY = 0.

The Building Committee adjourned from the joint meeting at 7:56 PM and reassembled in the COA room. Responding to a suggestion by ACG, the Committee agreed that one representative could attend the formal weekly job meetings and will authorize its representative to expend up to “a few thousand” dollars in small, unanticipated change orders at a subsequent meeting of the Building Committee.

Adjournment: Motion to adjourn was made by Mr. Beaupre and seconded by Mr. Whitney. VOTE: YEA = 4, NAY = 0, ABS = 0. The meeting adjourned at 8:06 PM.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk